

Chapter 90 Charters

Rocky Mountain Coordinating Group Charter

Name

The name of this group is the Rocky Mountain Area Wildfire Coordinating Group, hereinafter referred to as the RMCG.

Mission

The Rocky Mountain Coordinating Group (RMCG) is established to promote the safe management of wildland fire and all-risk incidents (within limits of respective statutory authorities) through interagency cooperation, communication and coordination in the Rocky Mountain Area (RMA). The RMA is defined as that area inside the Rocky Mountain Region of the National Forest System and includes all or portions of the States of Colorado, Wyoming, South Dakota, Nebraska and Kansas.

Purpose

- RMCG serves the line officers of the Rocky Mountain Area Fire Executive Council (RMA-FEC) and implements RMA-FEC decisions.
- RMCG initiates actions to improve coordination and integration of state, tribal, and federal wildland fire programs while recognizing individual agency missions.
- RMCG provides geographic area leadership in implementation and communication of policy, standards, guidelines, and qualifications for wildland fire program management.
- RMCG serves as a clearinghouse and provides a forum for discussion of short and long-term wildland fire management issues and related resolution.

Functions

- Promotes individual agency/state and collective meeting of standards, guidelines, training and certification in interagency wildland fire operations.
- Coordinates wildland fire programs across the area.
- Responds to RMA-FEC wildland fire policy, program guidance, and direction.
- Ensures coordination among fire, resources, aviation, and other related program areas.
- Identifies and resolves interagency incident management issues.
- Recruits, develops, and sustains high reliability Incident Management Teams (IMTs) to meet RMA geographic area needs in accordance with the 2008 RMA Succession Strategy adopted by the FEC (RMA Executive Group, August 15, 2008) including, but not limited to:
 - More formal support for and use of sub-geographic area IMT3s; and
 - Recruitment from non-traditional sources (FEMA, State OEM's, etc.).
- Facilitates efficiencies in interagency fire management and all-risk activities at all levels, including, but not limited to:
 - Type I and II Incident Commander and Team approval;
 - Oversight to the Rocky Mountain Area Coordination Center (RMACC);
 - Activation of the geographic area Multi-Agency Coordination Group (GMAC);

- Oversight and approval of the RMA Mobilization Guide; and
- Oversight to RMCG Standing Committees.
- Serves as the point of contact for the National Multi-Agency Coordinating Group (NMAC) and the National Interagency Coordination Center (NICC).
- Utilizes the RMACC as a central source of information and assistance for conducting wildland fire management and all-risk management activities.
- Recognizes outstanding contributions and/or performance in the areas of interagency wildland fire management and all-risk management.
- Reviews RMCG charter annually and makes updated recommendations to the RMA Fire Executive Council.
- Supports the National Response Framework, as well as the National Incident Management System (NIMS) as required.
- Facilitates efficiencies and cooperation in the following areas:
 - Implementation of current fire management initiatives;
 - Fuels and smoke management;
 - Community assistance;
 - Firefighter capability;
 - Restoration and rehabilitation;
 - Prevention and education;
 - Aviation operations;
 - Long-term fire management operations and planning;
 - Training;
 - Wildland Fire Operations; and
 - Communication Systems

Guiding Principles

- Safety is the core value and consideration throughout all RMCG activities.
- Wise and efficient use of funds is an essential consideration in planning and implementing actions to meet individual and collective RMCG objectives.
- Interagency communication, coordination, and cooperation are vital to the effective and efficient use of the area's wildland fire management resources. Actions are based on the leader's intent as expressed by RMA-FEC.
- Trust and integrity are inherent to the success of RMCG. Deliberations are open and transparent.
- Differences in member organizations' responsibilities, missions, and capabilities are recognized and mutually respected.
- Responses to change are through a deliberative process.
- Member accountability for all actions contributes to excellence.

Membership and Organization

The RMCG will be composed of representatives appointed by the respective agency administrator from each of the agencies listed below. Membership consists of one representative from each of the following organizations:

- Wyoming State Forestry Division
- Kansas State Forest Service
- South Dakota Division of Wildland Fire
- Colorado Division of Fire Prevention and Control
- Nebraska State Forest Service/Nebraska Emergency Management Agency
- Southwest Region, Bureau of Indian Affairs
- Rocky Mountain Region, Bureau of Indian Affairs
- Bureau of Land Management, Colorado
- Bureau of Land Management, Wyoming
- Mountain-Prairie Region, U.S. Fish and Wildlife Service
- Intermountain and Midwest Regions, National Park Service
- Rocky Mountain Region, U.S. Forest Service

Additional non-decision-making subject matter experts may also be asked to participate on an as-needed basis. Such invitations must be coordinated through the appropriate delegated RMCG representative(s) and the Chair.

RMCG officers will include a Chair and Vice-Chair. Each will serve a one-year term. The rotation of the Chair will follow the rotation list in the RMCG Operating Plan. The Vice-Chair will be the representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will be based on a calendar year with succession occurring at the annual January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly.

A Business Manager for RMCG will be hired/retained pending availability of funds. The USFWS will host the position and provide administrative supervision/services. Funding for salary will be provided on an interagency basis.

Operating Guidelines and Procedures

The RMCG shall have an operating plan (Attachment 1) to provide protocols and procedures for conducting RMCG business. The Plan provides operating details for many sections of this Charter, and is updated regularly.

Given RMCG is a coordination entity, decisions will be determined through consensus.

Where there are two or more representatives from individual RMCG member agencies and states, a unified agency and/or state position is preferable in the decision making process. Representatives will convey their viewpoints in the consensus-based decision process or, as needed and agreed to, through a peer representative of a sister agency or state.

Responsibilities

Chair: The chairperson is responsible for calling meetings, seeking agenda items and setting the agenda; managing the meetings and/or appointing a facilitator; managing conference calls; and tracking follow-up on all action items. He/she will also sign appropriate RMCG documents/correspondence representing all member agencies. In addition, the Chair will represent RMCG at Rocky Mountain Area Fire Executive Council Meetings, Geographic Area Coordinating Group Advisory Council (GACGAC), and other meetings and events as appropriate. When the Chair is absent from the RMCG meetings, the Vice-Chair shall assume the full authority and responsibility of the Chair.

Vice-Chair: The Vice-Chair is responsible for serving as Chair in his or her absence and for performing delegated duties. Additionally, the Vice-Chair will be in charge of the Awards Program, and will coordinate the Spring Fire Management Meeting agenda for the year he/she is Vice Chair. The Vice Chair will also attend GACGAC meetings with the Chair.

Business Manager: The Business Manager will take RMCG-related direction from the Chairperson. Recurring duties will include recording and distributing meeting minutes; maintaining annual RMCG calendar and action-log; ensuring website is up-to-date; managing meeting and workshop logistics including pre-work, facilities locations and contracts; and maintaining official RMCG files and records. This position will also manage logistics of the awards program.

RMACC Manager: The manager serves as a technical subject matter expert with respect to mobilization and also serves as a facilitator for RMCG meetings

Members: Members actively participate in RMCG. Additionally, each member serves as a liaison to sub-geographic dispatch centers and to standing committees as assigned. Liaisons are the main communication link between RMCG and the center/committee group. They are expected to be informed on center/committee issues and concerns, attend meetings, provide RMCG guidance as necessary, and provide feedback and information to RMCG.

Chair, RMA Fire Executive Council: The designated Chair, RMA-FEC, will meet with RMCG at their annual winter meeting to review IMT selections and provide the Executive Council's expectations (leaders' intent) for the year.

Multi-Agency Coordinating Group (MAC): The purpose of the MAC group is to prioritize incidents/resource use during periods of high incident frequency (typically Preparedness Levels 4 - 5). Each member agency will be represented on the Multi-Agency Coordinating Group (MAC) through a delegation of authority from their agency administrator. Although MAC group members can be RMCG members, coordination issues usually addressed by RMCG will not typically be handled by the MAC.

Duty Officer: In the absence of a MAC Group (typically at Preparedness Levels 1 – 3), RMCG will provide a Duty Officer to work with the RMACC Center Manager on a rotational basis. The duties of the RMCG Duty Officer are listed in the current RMA Mobilization Guide.

Conflict of Interest

RMCG members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in an investigation or deliberation; establishment of an adverse policy; and/or drafting of corrective action regarding: 1) any group of which they are a member, including RMA Incident Management Teams; 2) their personal fire qualifications or eligibility to participate in an activity; and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Members who do not remove themselves from these situations may be required to do so by the majority of the RMCG membership.

Meetings and Reports

The RMCG shall confer monthly or as necessary to conduct business. Three meetings each calendar year will be held at locations to be determined by the member organizations through their representatives. The Group shall also meet upon the call of the Chair at a location to be determined by the Chair. The Chair shall submit necessary reports and have minutes prepared for each meeting and distributed to the members.

Monthly meetings shall focus on program coordination and incident management team oversight. Three times each year, meetings shall focus on standards, guidelines, and training and certification issues in interagency wildland fire operations. A quorum for conducting business shall be a minimum of two-thirds of the members.

Permanent Standing Committees

Interagency Standing Committees are established through RMCG direction. Issues and concerns of mutual interest will be assigned to the appropriate committee by RMCG. The RMCG will provide direction, oversight, and a Liaison to each Standing Committee. RMCG will dissolve any committee when determined it is no longer effective or needed.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be modified and/or approved by the RMCG and are an appendix to this charter. Committees will elect a Chairperson. Minutes of meetings will be taken and distributed to Committee members, the RMCG Business Manager, and Chairs of other Standing Committees.

Approved Committees:

1. Incident Business Management
2. Information/Education
3. Operations
- Subcommittee - Incident Management Teams (IMT)
4. Training
5. Fire Program Analysis (FPA)
6. Geospatial Technical Committee
7. Aviation
8. National Fire Danger Rating System (NFDRS)

Task Groups

RMCG and Committees may appoint Task Groups. A Task Group shall sunset upon completion of its assignment.

Expenses

Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the RMCG, Committee, and Task Group members will be borne by each agency. Member agencies will contribute to the costs of operations of RMA Teams, RMCG, RMACC, the Business Manager, special equipment, and awards within the limitations of their respective fiscal authorities and protocols. RMCG will evaluate alternatives to cover costs of special projects.

This Charter is effective on the date of approval by the Rocky Mountain Area Fire Executive Council and shall remain in effect until revised or revoked by RMA-FEC.

Approved:

Bill Crapser

Chair

Rocky Mountain Area

Fire Executive Council

1/24/2013

Date

Rocky Mountain Operations Committee Charter

Introduction

The Operations Committee (herein referred to as the Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Committee shall function in an interagency advisory capacity for the RMCG to address Rocky Mountain Geographic Area's fire operational issues.

Mission Statement

The Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

Purpose and Duties

- Provide the RMCG with a Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize, and recommend selections for S-420/520/620 candidates in coordination with the RMCG Training Committee. Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
 - Ensure coordination between other RMA committees.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide that are within the Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Coordination Center (RMC). The Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan.
- Review and provide information/recommendations on safety issues identified by other standing committees that cannot be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to, air operations, Interagency Hotshot Crews (IHC), equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight for the RMA IHCs.
 - Meet with the IHCs Representative following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Assist RMCG in providing oversight and management for the Rocky Mountain Incident Management Teams:
 - Provide recommendations for Incident Management Team ICs to RMCG each year or when requested.
 - ⊖ Provide recommended IMT rosters to RMCG for approval by February 15 of each year. The qualifications of all recommended team members will be verified before submittal to RMCG.

- Assist in the evaluation of Team performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
- Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
- Meet with the ICs following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.

Membership

The Committee will be comprised of representatives from each of the following agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regional Offices)
- Bureau of Land Management Colorado
- Bureau of Land Management Wyoming
- Fish and Wildlife Service (Mountain-Prairie Region)
- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Colorado Division of Fire Prevention and Control
- Kansas State Forest Service
- Nebraska State Forest Service/Nebraska Emergency Management Agency
- South Dakota Division of Wildland Fire
- Wyoming State Forestry Division

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations and present them to the RMCG for agency acceptance and implementation.

Additional non-decision-making subject matter experts may also be asked to participate on an as-needed basis. Such invitations must be coordinated through the appropriate delegated RMCG representative(s) and the Chair.

Decision Model:

The committee will function by consensus and not voting. The Consensus Model <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf> shall be the preferred decision-making model for the Committee. All Agency Representatives will have a voice in the consensus model. **This does NOT preclude a request to “suspend the rules” and ask for a majority vote to utilize Robert’s Rules of Order for part of, or the remainder of the meeting.** The same procedure can be invoked for moving from Robert’s Rules to the Consensus Model.

Advisory membership will include subject matter experts in the fields of logistics, engines/equipment and safety as well as the following:

Rocky Mountain Area Coordination Center (RMC) - Center Manager

Rocky Mountain Area Incident Commanders and Deputies

Rocky Mountain Area IHC Representative

Additionally other standing RMA committees may provide a liaison from their committee to the Operation Committee.

The Chairperson of RMCG approved committees may attend the operations committee meetings as the agenda allows. The agenda and minutes will be provided to each RMCG Committee Chairperson.

In addition, RMCG will appoint a liaison to the Committee. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee. The liaison will rotate every 3 years (the first year beginning January 2011, which is the 3rd year of the team rotation).

The Committee will keep RMCG apprised of the need to replace Committee members. The Committee will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Committee will appoint an Administrative Assistant in addition to those members/advisors listed above that will be responsible for recording, finalizing, and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Committee members, RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Committee. The position will be filled on a voluntary basis by any of the agencies/states represented.

Officers

Based on the order of the Agencies listed below, a Chairperson will be appointed for a one-year term. The current chairperson is from the BLM CO.

2013	BLM Colorado
2014	NPS
2015	Colorado Division of Fire Prevention and Control
2016	FWS
2017	State of Kansas
2018	BIA
2019	State of Nebraska – Vacant
2020	BLM Wyoming
2021	State of South Dakota
2022	USFS
2023	State of Wyoming

The Vice-Chairperson will be the representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team

selection meeting in January. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Officer Duties and Responsibilities

Chairperson: Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. The Chair will ensure that: minutes of meetings are taken, edited, filed, and distributed to each Chair of the Standing Committees and each member of the RMCG. Specific responsibilities are outlined in the Committee's Operating Guide - "Chair Responsibilities".

Vice Chair: Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. The Vice-Chair will also ensure that: minutes of meetings are taken, edited, filed, and distributed to each chair of the Standing Committees and each member of the Rocky Mountain Coordinating Group. Specific responsibilities are outlined in the Committee's Operating Guide - "Vice-Chair Responsibilities"

2nd Vice Chair: The third person in the ops committee agency rotation will assist the vice-chair as needed.

Members

All members, including non-voting Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are outlined in the Committee's Operating Guide.

Meetings

The Committee shall confer monthly or as necessary to conduct business. At a minimum, two meetings will be held each year; Fall (Oct) and Winter (Jan) with additional meetings being held in late Fall (Nov) or Spring (Apr) to accomplish additional or recurring taskings. Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the committee. Additional work and/or meetings may be accomplished through the use of conference calls, webinars, net meetings, etc. as well as informal face-to-face meetings between the members.

Tasking

The Committee will provide direction and oversight to any task group(s) created by the Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Committee. Task group membership shall be determined by each individual agency however; the Committee may recommend the involvement of specific subject matter experts or specialists.

Task Groups

Task Groups may be established by the Committee to increase efficiency and defer the workload of the Committee.

Subcommittees

An IMT subcommittee has been established by RMCG.

Conflict of Interest

Committee members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in consensus or voting, establishment of an adverse policy, and/or drafting of corrective action regarding 1) any group of which they are a member, including RMA Incident Management Teams, 2) their personal fire qualifications or eligibility to participate in an activity, and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Should the Chair of the Committee be from the same agency as the Chair of the RMCG and a conflict of interest occurs the Chair of the committee should recuse themselves and the Vice Chair of the Committee will assume the duties of the Chair and take the lead on addressing the issue of tasking.

Members who do not remove themselves from these situations may be required to do so by the majority of the Committee membership.

/s/ Kenneth Kerr

4/8/2013

Chairperson, Rocky Mountain Coordinating Group

Date

Rocky Mountain Training Committee Charter

Mission Statement:

To provide a coordinated interagency approach to fire management training in the Rocky Mountain Geographical Area.

Objectives:

- Provide direction, resources, and monitoring for the implementation of the training standards and components of the NWCG Wildland Fire Qualification System Guide, 310-1 and related training documents.
- Provide direction, resources, and monitoring for an interagency process to achieve maximum trainee opportunities, based on priority, throughout the geographical area.
- Establish and maintain a system of procedures and processes to identify and meet the National and Geographic Area succession planning and training needs of the member Agencies in a coordinated, efficient, and effective interagency approach.
- Identify and address issues, concerns, and opportunities related to interagency fire and aviation management training.
- Provide advocacy of new techniques, practices, and procedures, which facilitate more effective training.
- Support interagency area training committees to coordinate and facilitate training objectives and activities at the area level.
- Establish and monitor Memoranda of Understanding for non-agency training providers such as Community Colleges and non-profit associations.

Membership

The official members of the training committee will be composed of one representative from each federal and state agency; each state and each federal agency will have one vote under the consensus model. I.e. one voice per state, one BLM voice, one USFS voice, etc.

Only representatives who are present will have a voice in decision making but it is expected that the state agency representatives will represent the interests of any absent state(s), and the federal representatives will represent the interests of any absent Federal agency(s).

Member Agencies:

- U.S. Forest Service
- Bureau of Land Management
- U.S. Fish and Wildlife Service
- Bureau of Indian Affairs
- National Park Service
- Kansas Forest Service
- Wyoming State Forestry Division
- Colorado Division of Fire Prevention & Control
- South Dakota Division of Wildland Fire Suppression
- Nebraska Forest Service

The committee will also have one representative selected by the dispatch center board of directors from each of the following Zones (designated by Interagency Dispatch Center boundaries), and they shall serve as training and subject matter experts but will not have a voice in consensus decision making. They will be referred to as the Zone Training Representative.

Fort Collins Zone	Pueblo Zone
Grand Junction Zone	Craig Zone
Montrose Zone	Durango Zone
Cody Zone	Casper Zone
Rawlins Zone	Northern Great Plains Zone

Zone Training Representative training committee duties:

- Prioritize, review, and disseminate Zone training nominations for all courses
- Solicit, gather, and consolidate RMA annual zone training needs analysis.
- Serve on the RM Training Committee as an interagency Zone Training Officer.
- Compile, maintain and disseminate priority trainee lists for trainee mobilization.
- Responsible for the development of the Zone level training schedules and advertisement.

The committee, at times, may invite individuals to assist in an advisory capacity as needed by the committee. These advisors will not have involvement under the consensus model.

One member of the RMCG shall also participate as a liaison to the Rocky Mountain Training Committee (RMTC).

Consensus Decision Model

The Committee will function by consensus and not voting. The Consensus Model shall be the preferred decision-making model for RMCG Training Committee.

<http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf>. This does NOT preclude a request to “suspend the rules” and ask for a majority vote to utilize Robert’s Rules of Order for part of, or the remainder of the meeting. The same procedure can be invoked for moving from Robert’s Rules to the Consensus Model.

Organization

A member of the RMTC will serve as Chair for a period of two years. The RMTC will elect the Chair and a Vice Chair to serve in the absence of the Chair. The Vice-Chair will assume the duties of the Chair at the end of the two year term of the Chair unless they don’t desire to do so at which time an election would be held for both.

Chair

- Responsible for administrative action to ensure mission attainment.
- Assign task groups as needed.
- Facilitates Training Committee meetings, develop agenda.
- Acts as the clearing house for the National Training Working Team business and reports.
- Approves meeting notes for distribution, ensures notes are recorded, edited, filed, and distributed to the Committee members, Dispatch Centers and each RMCG Committee Chair and member, RMCG Business manager, and to Doug Wagner for posting on the web.

- Reports to RMCG Liaison on the workings and recommendations of the team.
- As appropriate, represents the Training Committee in Geographic Area level training matters.

Vice-Chair

- Acts as the chairperson in his/her absence.
- As assigned, represents the Committee.
- Assumes the duties of chair at the end of his/her term.

Consensus Members

Each member is responsible for representing and maintaining their agency interests, policies, and procedures as well as resolving issues within the intent of the Training Committee mission and the RMCG charter. Submit agenda items, attend all meetings, and accomplish assigned work. Review all material submitted to the Training Committee. Ensure that Zone Training Officers are briefed and provide feedback on the Training Committee activities and business.

Non-consensus Advisors

The Rocky Mountain Area Training Coordinator/GATR will serve as a non-voting member of the committee, unless the GATR is also serving as an agency representative as a consensus member, thus having voting authority. As primary coordinator of the RMA training program, the Coordinator/GATR administers the training program as identified by the Committee.

Training providers having a signed MOU with RMCG may be invited to serve as non-consensus model members to participate in the Rocky Mountain Area needs analysis process and develop their schedules with recommendation from the Training Committee.

An RMA Operations Committee Representative, RMA Aviation Committee Representative, RMA Incident Business Management Committee Representative, RMA Fire Program Analysis Committee Representative, RMA Geospatial Technology Committee Representative, RMA NFDRS Committee Representative, RMA Information and Education Committee Representative and RMA IHC Representative should attend meetings as non-consensus members and provide input on succession planning and the needs analysis for the coordination of training courses specific to their respective subject areas.

Meetings

Regular Training Committee meetings will be held as deemed necessary by the Training Committee Chair. Quarterly meetings are recommended but not required, and can be completed by conference calls. Five of the ten voting members shall constitute a quorum for consensus model purposes. There will also be a designated facilitator that will assist the chair in running the meeting and conference calls. A person will also be present to record the minutes and forward to the chair in a timely manner for dissemination to the training committee.

Task Forces

Task Forces/ad-hoc committees may be established as special needs arise. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to RMCG review.

Specific Training Committee Responsibilities

1. Coordinate & approve 300/400 level courses for the RMA, including scheduling.
2. Ensure the annual training needs analysis is completed for each zone. Coordinate training nominations and needs.
3. Coordinate succession planning and position needs analysis with the RMCG Operations Committee for National and Area Teams and incorporate those needs into the annual training program.
4. Coordinate the interagency priority trainee process to achieve maximum trainee opportunities, based on priority, throughout the geographical area and support the facilitation of the priority trainee list in coordination with the zone training officers.
5. Identify interagency issues and concerns and provide recommendations to RMCG.
6. Manage process for slot allocation for 400/500/600 level courses, with the exception of S420/S520/S620. The Training Committee will coordinate with the Operations Committee for prioritization/selection/submission of S420/S520/S620 candidates.
7. Collect, recommend approval and track RMCG approved training provider MOU.

Approved:

<u>/s/ Ron Simpson</u>	<u>18 Mar 13</u>
RMCG Training Committee Chairperson	Date
<u>/s/ Kenneth Kerr</u>	<u>18 Mar 13</u>
Rocky Mountain Coordinating Group Chairperson	Date

Rocky Mountain Incident Business Committee Charter

Mission Statement

The Rocky Mountain Incident Business Committee (RMIBC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency group to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM committees.

Purpose and Duties

Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain Coordinating Group. Coordinate business practices for wildland fire and emergency responses.

Review operational business management practices to address recurring problems.

Develop interagency guidelines/procedures for the following issues:

Review annually and update, or develop as needed, geographic area supplements to the Interagency Incident Business Management Handbook.

Annually coordinate with the Great Basin IBC for Buying Team and contracting operations for interagency application.

Develop and implement new business management programs/practices.

Set up task groups as needed to resolve business management issues. The Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one (1) business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.

Develop and provide incident business training opportunities.

Membership

The Incident Business Committee will be comprised of one member from each of the following RMA Agencies. Each State is allowed one representative. The Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, and Bureau of Indian Affairs will be allowed one representative from the Rocky Mountain Area.

State of South Dakota	Bureau of Land Management (CO/WY)
US Forest Service	State of Wyoming
State of Colorado	National Park Service
US Fish and Wildlife Service	State of Kansas
State of Nebraska	Bureau of Indian Affairs

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

One member of the RMCG shall act as a liaison to the Incident Business Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee. Standing technical specialists may include the following:

Contracting Officer, Buying Team Coordinator (shared), Logistics, Operations, Aviation, Dispatch, and Information & Education. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

Operations and Organization

Meetings

The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks.

Discussion of Issues

Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making

The goal of the Incident Business Committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf>. This model does allow for decision-making by majority vote in rare events. A minimum of six (6) committee members must be present when topics are up for decision. Dissenting opinion(s) will be noted in meeting minutes. If a member agency has more than one representative, the agency will only have one vote.

Conflict of Interest

Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers

Based on the order of agencies listed under Membership, a chair will be chosen to serve a one-year term. A vice-chair and secretary will be the representatives from the next agencies in line, and will assume the preceding position as it becomes vacant. The chair and vice-chair positions will be filled one each with a federal and State agency representative. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities**Chair:**

Conduct committee meetings, produce annual work plan, identify issues and report accomplishments to the coordinating group at their annual meeting and/or via conference calls. Sign appropriate documents and correspondence.

Vice-Chair:

Act as lead for facilitation, development, and issuance of geographic supplements and other guidelines.

Function as the Chair for all conference calls or meetings in the absence of the Chair.

Secretary:

Schedule all conference calls and meetings, develop agendas, and provide a recorder to take and distribute minutes of the meeting.

Members:

Members are expected to actively participate in the Incident Business Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner. In addition, members will be assigned each year to liaison roles as necessary to ensure coordination with groups such as other RMA Committees, the Great Basin IBC buying team and contracting coordination.

Task Groups:

The Incident Business Committee will not task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

The Incident Business Committee may define task groups to assist in completing projects or review proposed procedures.

The Incident Business Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

- I. IBC Roster
- II. Operating Guidelines

Approved by:

/s / Robert J. Jones

Rocky Mountain Coordinating Group Chairperson

3/19/12

Date

Rocky Mountain Information and Education Committee Charter

Mission Statement: Information and Education Standing Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee to make recommendations on improvement of the information, mitigation, prevention and education functions in the Rocky Mountain Area.

Membership: The Committee will be comprised of at least one voting member representing each of the following Rocky Mountain Area Agencies:

- Bureau of Land Management (Colorado and/or Wyoming)
- US Forest Service (Rocky Mountain Region)
- Bureau of Indian Affairs (Great Plains, Rocky Mountain and Southwest Regions)
- National Park Service (Intermountain and Midwest Region)
- U.S. Fish and Wildlife Service (Mountain Prairie Region)
- State Agencies in Colorado, Wyoming, South Dakota, Kansas, and Nebraska

Agencies may appoint alternate members at any time but only one voice/vote per agency will be recognized.

Advisory non-voting Members:

- Rocky Mountain Area Coordination Center
- RMA Fire Prevention and Education Team Coordinator
- County/Local Fire Service Entities
- RMCG Liaison
- Rocky Mountain Region IMT PIO Leads
- State Agencies

In addition, other non-voting members are welcome to participate. Examples of such groups/organizations include: Nebraska Partners in Prevention, FIREWISE Community USA-recognized communities and the Front Range Fuels Treatment Partnership.

Purpose: The Committee will provide advice and counsel, and make recommendations on information and education issues in the Rocky Mountain Area. The Committee will provide RMCG with final recommendations on all assigned projects.

Meetings: The Committee will follow the posted meeting schedule on the RMCG website.

- The annual fall meeting will be in person at a location determined by the Chairperson.
- At least one conference call/meeting per year will seek to invite the Rocky Mountain Area (RMA) Incident Management Team lead Public Information Officers (PIOs) to provide feedback to the committee.
- One conference call/meeting per year will seek to actively review and learn from the previous season's Fire Prevention and Education Team (FPET) and PIO deployments.

Officers: Based on the order of the agencies listed below, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be a representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the annual report is given to RMCG at its January meeting. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly. The National Park Service will assume the Chair position during 2013.

Kansas Forest Service
US Forest Service
Wyoming State Forestry Division
Bureau of Land Management
Colorado Division of Fire Prevention and Control
National Park Service
Bureau of Indian Affairs
South Dakota Division of Wildland Fire
U.S. Fish and Wildlife Service
Nebraska Emergency Management agency

Duties and Responsibilities

Chair

1. Lead meetings, facilitate conference calls, and assign task groups as needed.
2. Maintain the conference call schedule and set location for annual meeting.
3. Request meeting attendance of specially qualified individuals as required.
4. Represents the Committee to the RMCG.
5. Maintain and monitor progress of Committee Work Plan.

Vice-Chair

1. Assumes the duties and responsibilities of the Chair in the absence of the Chair.
2. Record, edit, file and post notes/minutes and other committee-approved documents to the RMCG website.

All Members

1. Attend/participate in Committee conference calls and the annual meeting. If a committee member cannot attend a meeting/conference call, they will make an effort to have an alternate participate in their place.
2. Complete and report on projects as assigned.
3. Review information submitted by other Committee members.
4. Serve as a conduit between the Committee and agency personnel and cooperators to inform them of Committee actions, progress, and new developments.
5. A Task Group will be maintained annually to oversee the Information and Education Committee's assistance with prioritization of PIO candidates for S-420 and S-520, in cooperation with other applicable RMCG standing committees.

6. In the event an agency representative is unable to actively participate in two or more quarterly conference calls, assigned tasks and/or provide input and support to the Committee within a calendar year, and does not secure a replacement, the Chair or Vice-Chair will notify the corresponding RMCG representative and request a replacement who can actively participate on the Committee.

Task Groups

Task groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Committee. The Committee will identify the scope of assignments and provide time frames for completion.

A Task Group, upon completion of its task(s), will sunset unless additional work is requested. The Committee may enlist the aid of subject-matter experts as necessary.

Decision Model

The Committee will function by consensus as outlined in the RMCG Revised Consensus Model dated October 19, 2011, and shall be the preferred decision-making model for the majority of decisions by the Committee. All Agency Representatives will have a voice in the consensus model.

Use of the Consensus Model does not prevent a request by any member to “suspend the rules” to utilize Robert’s Rules of Order for part of, or the remainder of, the meeting. Moving to Robert’s Rules of order requires an “overwhelming majority” vote (75 percent of the members present, either personally or remotely). The same procedure can be invoked for moving from Robert’s Rules back to the Consensus Model.

Issues and Recommendations

Issues and recommendations will be presented in the format posted on the RMCG website.

Recommended by:

s/s Co-Chairs David Eaker & Traci Weaver
Co-Chairs, Information Education Committee

3/14/13
Date

Approved by:

s/s Kenneth Kerr
Chair, Rocky Mountain Coordinating Group

3/20/13
Date

Rocky Mountain Fire Program Analysis (FPA) Committee Charter

Mission Statement:

The Rocky Mountain Fire Program Analysis Standing Committee (herein referred to as the RM FPAC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to the implementation and support of the Fire Program Analysis (FPA) system.

Membership:

The Committee will be comprised of representatives from each of the following RMA Agencies:

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
Bureau of Land Management (Colorado, Wyoming and Montana/Dakotas State Offices)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain Region, Midwest Region)
Fish and Wildlife Service (Mountain-Prairie Region)
States of Colorado, Kansas, Nebraska, South Dakota and Wyoming.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

The RM FPAC will make all decisions and recommendations using a consensus-based approach <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf>.

One member of the RMCG shall act as a liaison to the FPA Committee.

Purpose:

- Assist the RMA Fire Planning Unit (FPU) leads and agency specialists by providing advice, monitoring and assistance to field units in the interagency implementation of FPA.
- Provide a communications link between RMA FPUs and the national level FPA group for successful interagency implementation of FPA.
- Coordinate the implementation of FPA accordance with national guidelines and timeframes.
- Assist the RMA FPUs as they work to resolve local issues associated with the implementation of FPA, including but not limited to sharing of fire management resources and boundary management.
- Assess and coordinate FPA training needs between the RMA FPUs and the National FPA Implementation Coordination Group.
- Identify, draft, and/or recommend strategies required for interagency implementation of FPA.
- Develop a geographic area protocol for FPA review processes.

Officer Duties and Responsibilities

A Chair and Vice-Chair will provide leadership for the RM FPAC. The term for Chair is one year; however, the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, State. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Chair:

- Serves as the primary contact for the National FPA Implementation Coordination Group (ICG) in the role of the Geographic Area Lead for RMA.
- Disseminates pertinent FPA information to the Committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing information with the Fire Planning Units (FPU) leads speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing FPA issues from the geographic FPUs. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to the ICG.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, FPU leads, each RMCG Standing Committee Chair, Rocky Mountain Area Coordination Center Website Manager, and the RMCG. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Coordinates RMA FPA training/workshops with the ICG and the RMA FPU leads, keeping records for the geographic area.
- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Meetings/Teleconferences:

The FPA Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Task Groups:

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The FPA Committee may define task groups to assist in completing projects or review proposed FPA modules business rules.
- The FPA Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports:

The Committee will provide an annual report to the RMCG consisting of a status report of FPA implementation, issues resolved and/or in need of attention by the RMCG.

Finances:

Cost of the meetings will be borne by the sponsoring agencies.

Approved By:

Joe Lowe

Chair, RMC

2/10/11

Date

Rocky Mountain Geospatial Technology Committee Charter

Background

During the 2002 fire season an interagency group formed to assist Rocky Mountain Coordination Group (RMCG) with Geographic Information Systems (GIS) support. The group provided RMCG with high quality products that were used daily in making key decisions. This group continued meeting through the winter of 2002 to prepare for the 2003 season, but due to decreased fire activity the group stopped meeting.

Since 2002, there have been great strides in acceptance of GIS as a key tool for incident support. The GIS Specialist (GISS) position is now part of all RMA teams and is considered critical for wildland and all-risk incidents. In 2005, this group reconvened to create interagency fuels treatment data standards for the Rocky Mountain Area.

RMCG would benefit greatly from interagency advice on GIS issues and the coordination that the creation of a committee would bring. The group recommends formalizing this standing group under the Rocky Mountain Coordination Group to provide better service to the Fire Managers of the Rocky Mountain Area.

Name

The name of this committee is the Rocky Mountain Geospatial Technology Committee of the Rocky Mountain Coordination Group, hereinafter referred to as the RMGTC.

Authority

This Committee is established pursuant to: The Rocky Mountain Coordinating Group Charter <http://gacc.nifc.gov/rmcc/administrative/docs/2013%20RMCG%20Charter%20SIGNED.pdf> and is established to further interagency cooperation, communications and coordination, and to implement interagency fire management direction in the Rocky Mountain Area.

Scope

The RMGTC will review and recommend geospatial technologies in all phases of wildland fire management for the Rocky Mountain Area.

Mission

Provide the Rocky Mountain Coordination Group with quality information and advice, regarding use of geospatial data, applications, standards and processes in support of interagency wildland fire management, consistent within the mission of the RMCG.

Strategically facilitate and coordinate processes and communications necessary to ensure the integration, implementation, and efficient use of geospatial components and technologies for the interagency wildland fire management program.

Objectives

The RMGTC members will utilize their expertise, knowledge, and experience of geospatial components and technologies related to wildland fire business, methods and techniques to:

- A. Provide a coordinated interagency point of contact for the RMCG regarding the use of geospatial technology in support of wildland fire management.
- B. Work to ensure coordination with all RMCG Committees, Federal, and State agencies at all levels to provide proper and efficient use of geospatial technology in the support of wildland fire management. Interact with existing technical groups that specialize in areas of geospatial sciences that may influence the use of geospatial components and technologies for wildland fire management.
- C. Recommend and review interagency standards and processes to ensure that quality geospatial information and tools are available for use in wildland fire management activities.
- D. Provide awareness and information on the application of geospatial technology in support of wildland fire management.
- E. Recommend or develop interagency strategies that will promote the use of geospatial technology to support the wildland fire community.
- F. Review new applications of geospatial components and technologies to determine if they address identified wildland fire business needs.
- G. Provide assistance in the coordination of geospatial training and information sharing.
- H. Provide coordination and communication concerning geospatial technology between the RMCG and National Wildfire Coordinating Group's Geospatial Task Group.
- I. Coordinate emerging geospatial tools and data (i.e. FPA, LANDFIRE).
- J. Create linkages with RMA Incident Management Teams and local Type 3 teams to assist in the use of geospatial technologies.

Organization

The RMGTC is under the direction of the RMCG and will at times, call on subject matter specialists to participate in discussions and recommend solutions.

Membership

The membership of the RMGTC is composed of a wildland fire geospatial lead from each of the wildfire agencies (the USDA Forest Service, and the DOI Bureau of Land Management, Bureau of Indian Affairs, National Park Service, and Fish and Wildlife Services), and the DOI United States Geological Survey. RMCG members will appoint geospatial leads from their respective agencies.

Membership will also include State Representative from Colorado, Wyoming, South Dakota, Kansas, and Nebraska.

Each member agency may name one or more Technical Advisors to assist with the RMGTC workload.

This Charter is effective as of the date of approval by the Chairperson of the RMCG. The Charter may be revised upon the recommendation of the consensus of the committee members and with the concurrence of the RMCG.

Committees

Committees may be established by the RMGTC, with documented concurrence of the RMCG Chair, to address specific issues. The composition of task groups will represent different geographic and organizational perspectives and may include personnel from a variety of agencies and organizations. A committee reports and recommendations will be submitted to the RMGTC for approval and/or further action. The RMGTC will identify a liaison to any work groups it establishes.

Chairperson and Vice-Chairperson Authorities and Responsibilities

The Chairperson and Vice-Chairperson will be chosen through internal nomination and consensus of membership. Terms will be a minimum of two years with a maximum of five years. Yearly reports will aid in adjusting duties of Chairperson and Vice-Chairperson.

The Chairperson has the following responsibilities and authority once the objective, work plan, and meeting dates are approved by the RMCG:

1. Convene meetings and conference calls.
2. Request and schedule agenda items for meetings.
3. Recommend to the RMCG the need for further resources and authorities.
4. Submit annual work plans and budget requests to the RMCG.
5. Assign work to members for specific projects or tasks.
6. Present or assign a member to give progress reports at RMCG meetings.
7. Produce and distribute the meeting minutes within 30 days after a meeting. Deliver meeting minutes to Doug Wagner for posting on the web.

The Vice-Chair will assist with administrative tasks as assigned by the Chair. The Vice-Chairperson will assume the duties of the Chairperson during any absence of the Chairperson. The Vice-Chair will also ensure that minutes of meetings are taken, edited, filed, and distributed to each member of the Geospatial Technology Committee, to each member of the Rocky Mountain Area Coordinating Group, to each Committee Chair, and made available for posting on the web. Additionally, the Vice-Chair will ensure that products from the Geospatial Technology Committee are reproduced and distributed to agencies.

Meetings and Conference Calls

At least two (2) meetings will be held annually. The last meeting will be held to prepare an annual operating plan (work plan) to identify activities and resource needs for the upcoming year. Conference calls will be scheduled as needed.

The RMGTC will make decisions by consensus among the identified committee members. Technical Advisors or other individuals invited on an *ad hoc* basis provide information/recommendations but are not involved in the consensus decision. The consensus

1 decision model adopted by RMCG is available at:

2 <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf>.

3
4 **Reports and Evaluations**

5 A. Reports: The RMGTC will submit annual work plans and accomplishment reports describing
6 areas of investigation, time lines for deliverables, and estimated resources needed to meet the
7 timeline to the RMCG.

8 B. Evaluation: The RMCG will provide direction to the committee and evaluate the
9 performance of the Committee to act on that direction. Evaluations and direction will be
10 submitted through meeting minutes and the RMCG liaison.

11
12 **Funding**

13 RMCG agencies will contribute salary for their members of the RMGTC. All other funding
14 requests will be proposed through projects to the RMCG.

15 **Durations and Termination**

16 The duration of this committee is expected to be indefinite, but can be terminated by the RMCG
17 chair with consensus of the RMCG and approval by the NWCG Liaison.

18 **Approval Section**

19 This Charter is effective as of the date of approval by the Chair of the RMCG. The Charter may
20 be revised upon recommendation of a majority of the committee members and with concurrence
21 of RMCG.

22
23
24
25

Joe Lowe
Chair, RMCG

2/10/11
Date

ROCKY MOUNTAIN AVIATION COMMITTEE CHARTER

Mission Statement

The mission of the Rocky Mountain Coordinating Group Aviation Committee (RMCGAC) is to provide consistent aviation expertise and guidance to aviation managers, coordinators, and users within the Rocky Mountain Geographic Area.

Purpose and Duties

The group will be tasked by the RMCG with individual projects on an annual basis. Projects may be identified and brought forward to the RMCG by any of the established committees or groups within the Rocky Mountain Area (RMA).

The overall direction from RMCG to the working committee is as follows:

1. Provide advice, counsel, and recommendations for coordinated direction on aviation operational issues for the RMA.
2. Provide a forum for the exchange of ideas relating to aviation operational issues.
3. Coordinate with other RMCG working committees as appropriate and necessary (See “Committee Coordination” for additional information).
4. Develop, to the extent possible, a common RMA approach and input to national interagency aviation issues.
5. Provide annual aviation input and review of the Rocky Mountain Area Interagency Incident Mobilization Guide.

Membership

A small group of aviation managers will be represented on the RMCGAC (an agency may agree to representation by another agency). There is a need for the group to be relatively small in order to be effective and accomplish tasks in a timely manner. All of the agencies within the Rocky Mountain Area will have the opportunity to make comments and changes to the products provided by this group.

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)

Bureau of Land Management (Colorado and Wyoming)

Forest Service (Rocky Mountain Region)

National Park Service (Intermountain Region)

Fish and Wildlife Service (Mountain -Prairie Region)

States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)

Liaison from the Rocky Mountain Coordinating Group

Liaison from the Rocky Mountain Coordination Center

USFS Rocky Mountain Regional Helicopter Specialist

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The Aviation Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Committee Coordination: Due to the specialized nature of aviation operations and training, the Aviation Committee will provide open communication and coordination with the RMCG Operations Committee and the RMCG Training Committee and provide an Aviation Committee representative at each of these committees' meetings.

In addition, every effort will be made to schedule RMCG Aviation Committee meetings concurrently and co-located with the RMCG Operations Committee Meetings due to the necessity of close interagency coordination on specific operational issues.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the Aviation Committee is to make all decisions and recommendations with a consensus-based approach using the model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the interagency aviation community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the Committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, and State. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Serves as the primary contact for the National Interagency Aviation Council (NIAC) in the role of the Geographic Area Lead for the Rocky Mountain Area.
- Disseminates pertinent aviation information to the Committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing information with the RMCG Operations Committee speaking in one voice for the geographic area agencies.

- Serves as the focal point for collecting and summarizing aviation issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to NIAC.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Members: Members are expected to actively participate in the Aviation Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups: The Committee cannot task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The Aviation Committee may define task groups to assist in completing projects or review proposed procedures.
- The Aviation Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices**I. Current members**

/s / Robert J. Jones

Chair: Rocky Mountain Coordinating Group

3/9/2012

Date

ROCKY MOUNTAIN NFDRS COMMITTEE CHARTER

Mission Statement

The Rocky Mountain NFDRS Committee is established under the Rocky Mountain Coordinating Group (RMCG) to provide interagency advice, recommendations, support and program implementation for the National Fire Danger Rating System (NFDRS). This oversight includes support to systems which provide the information and data storage necessary for NFDRS to function, including Remote Automated Weather Systems (RAWS) and the Weather Information Management System (WIMS).

Purpose and Duties

- Prepare an overarching, geographic area-wide strategic plan to integrate and coordinate inter-agency operation, use, and maintenance of RAWS/WIMS/NFDRS systems. This strategic plan will guide RMA NFDRS efforts for the future and ensure highest quality system outputs.
- Coordinate and facilitate RAWS/WIMS/NFDRS maintenance/operations with the responsible agencies in the RMA to improve standardization and efficiencies between agencies.
- Assist responsible agencies/units in Fire Danger Rating Plan development and monitoring Plan effectiveness.
- Monitor and provide for a system of program checks to improve quality control and identify problems and recommend solutions/improvements.
- Ensure system improvement needs are known by responsible agencies.
- Assist responsible agencies in facilitating RAWS efficiencies, ensuring timely repairs, and following established protocols, including bringing new stations on-line and/or relocating them.
- Assist responsible agencies in facilitating WIMS/NFDRS efficiencies, ensuring timely/correct data entry and correct system settings.
- Assist agencies/units in providing training to improve knowledge and skills relating to RAWS, WIMS, and/or NFDRS.

Membership

The Committee will be comprised of one member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
- Bureau of Land Management (Colorado, Wyoming and Montana/Dakotas State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain-Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency fire program managers and administrators are informed.

One member of the RMCG shall act as a liaison to the NFDRS Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The NFDRS Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire/incident managers and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the NFDRS Committee is to make all decisions and recommendations using a consensus-based approach using the 4 model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon their professional knowledge and interest of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a "Conflict of Interest" that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be USFS, BLM, BIA, NPS, FWS, State(s). If the states collectively have more than one member, they should space their places in the Chair rotation to ensure an efficient mix between state and federal representation.

Duties and Responsibilities**Chair:**

- Disseminates pertinent RAWs/WIMS/NFDRS information to committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing RAWs/WIMS/NFDRS information within the RMA, speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing RAWs/WIMS/NFDRS issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to the national RAWs depot or NWCG through RMCG.
- Coordinates with, acts as primary contact, or serves as the Geographic area Lead on national committee/working groups as needed to ensure representation for the RMA.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Coordinate RAWs/WIMS/NFDRS training/workshops with the Training Committee, keeping records for the geographic area.
- Directs and facilitates conference calls and/or meetings.
- Functions as the Chair for any committee business in the absence of the Chair.

Members:

Members are expected to actively participate in the NFDRS Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups:

The NFDRS Committee will not task other RMCG committees to accomplish work (this can only be done by RMCG), but it may set up internal task groups and/or assign specialists to assist as needed. If established, these groups will operate under the following guidelines:

- The NFDRS Committee may define task groups to assist in completing projects or review proposed procedures.
- The NFDRS Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the representative agencies.

Attachments

Documents outlining organizational and/or operational details of the NFDRS committee which may need to be updated periodically but do not change the general structure, purpose or duties of the committee are included with this document as Attachments. Changes to Attachments may occur without requiring re-approval of this Charter.

/s / **Kenneth Kerr**

Chair: Rocky Mountain Coordinating Group

2/19/2013

Date